

## INFORMATION TECHNOLOGY COMMITTEE

July 15, 2013

8:30 am

Conference Room 202

**Present:** Chairman Ron Niemann, Bob Boyle, Marie Wamsley, Kim Winslow, John Hastie, Becky Taylor, Jason Walter, and Nicola Maurer

(1) **Call to Order:** The meeting was called to order at 8:30 am by Chairman Niemann

(2) **Proof of Posting:** Kim advised that the agenda was posted by the County Clerk's office in the Courthouse, Darlington Municipal Building, the Hospital, and on the County's website.

(3) **Action on Agenda:** Motion by Boyle, second by Winslow, to approve the agenda as presented. Voice vote, motion carried.

(4) **Action on Minutes:** Motion by Boyle, second by Winslow, to approve the minutes from the June 17, 2013 meeting as presented. Voice vote, motion carried.

(5) **Time clock upgrade:** Nicola advised that they have been experiencing problems with the time clocks at the Hospital and Manor. So they have been researching whether to purchase replacement units or go with a new time clock system called Kiosk – users can log in using their PC. The cost to replace the current time clock units is \$1,085 each. So to replace the units at just the Hospital and Manor it would cost \$2,170. The cost of the Kiosk system, which would service all of the County departments, costs \$2,175. However, if they choose to go with the Kiosk system, it will need a new server to support it. Because there would be a draw on the server at similar times of the day, and the current server would not have the capacity to host the new application.

Jason advised that a new server would cost upwards of \$500, plus \$600 for a server license, \$1200 if the new system requires SQL, and adequate RAM, raid cards, hard drives, etc. for a total of \$2,000-\$3,000.

Ron felt that the purchase of a new time clock server would fall under the IT Committee, but the purchase of the new time clock system would be a Human Resources issue. So he recommended that Nicola take the decision of the time clock upgrade to the H.R. Committee later this week, and then with Jason's help, put together a description of the possible hardware costs, and bring it back at the August I.T. meeting.

(6) **Discussion on 2011 & 2012 IT Audit:**

Item #1 – this item is under development and will be addressed further when Jason and Christine get their AS400 training in September

Item #2 – this item needs to be clarified to find out exactly what they consider “all financially impacted applications”, if this is ACS or if it includes other programs.

Item #3 – this item is under development and will be addressed further when Jason and Christine get their AS400 training in September

Item #4 – this item is under development and will be addressed further when Jason and Christine get their AS400 training in September.

Item #5 – the daily backups of the ACS system have been sent offsite for quite some time. As for other systems, there is a server located in the Human Services server room that is the backup server for the Courthouse, Sheriff's Department, Highway, and Human Services servers. The Hospital and Health Department backup server is located in the old house between the Hospital and Health Department. The Manor is the only

department that has their backup server located onsite, due to the poor internet connection the Manor has. But Jason is going to be working on a resolution for that, and would like to have them backed up in the house between the Hospital and Health Department, or at the Health Department in the future.

Item #6 – Jason needs clarification as to what system logs need to be reviewed, since the County has so many different ones. If it is just the ACS financial system logs, this will be addressed when they do their AS400 training in September. As for other logs, Jason is currently working on that in Spiceworks.

(7) **Hourly Technical Support Charge:** Nicola advised that they have an annual cost allocation audit done, and this is a system of allocating centralized costs for the County, based upon the number of PCs. After the audit is completed, a report is given showing the breakdown of costs per department. Nicola was wondering if the figures used in this allocation could be used in determining the new hourly technical support charge. After a discussion, the committee felt that this would not be totally accurate. Nicola then suggested if she took Jason's total hours, and if Jason felt that out of 100% of his time he was spending 20% on general maintenance and 80% on service calls then she would take 80% of \$70,000 and come up with an hourly rate and bill it that way. But the committee felt that this was not the most accurate figure either, because it did not include fringes and benefits. It was suggested that Nicola rework the figures, and bring them back at the next IT meeting.

(8) **Remote Access Software for IT Department:** Jason has been working on this. He has been testing some different VNCs, and also working with Spiceworks. Spiceworks can pull information from each user, and can also remote into that particular machine. This remote access can also be integrated with Active Directory. It is a work in progress, but he has tested this on several machines and it seems to work rather well. Jason likes VNC because when they remote into the user's machine, it doesn't kick them off. Or with Ultra VNC they can have the ability to send a user information.

Spiceworks is currently running as a virtual machine on a server that also runs Symantec. They do run into moments where the system runs slow because it also runs with Symantec, and that server does not have the appropriate hardware to run everything efficiently. Ron suggested that Jason put together a proposal of what a new server would cost, and bring it back to the next IT meeting.

(9) **Spiceworks inventory program:** Jason showed the committee members a printout of what the Spiceworks inventory program can do. All felt that it was sufficient and would help the IT department from having to go out and do a hands-on inventory again in the future.

(10) **New email server, software, and encryption:** Jason has not been able to work on this project at this time. He needs to finish the projects he is currently working on before he can concentrate on the email server project.

(11) **Server upgrades and purchases for the Courthouse:** This was discussed in agenda item #8. Jason would like to purchase a new server to house Spiceworks and use for virtualization of other systems. Jason is to put together a proposal for a new server, and bring it back to the next I.T. meeting.

(12) **Monthly update:** Jason has been working a lot with Spiceworks setting it up to do various scans, inventory, etc. He has been updating documentation, upgrading the internet connection from 5mb to 20mb, ACS updates for Finance, working on wireless access points at Human Services, server at the Health Department, the firewall at the Courthouse, updating equipment passwords, organizing devices and wiring, etc.

(13) **IT vouchers:** Two vouchers were presented. The first voucher was in the amount of \$207.57, and it included SD cards, lock keys, and video graphics cards for the Hospital, and speakers for Human Services. The second voucher was in the amount of \$95.65, and it included memory and security locks for the Hospital, and Chris' monthly mileage for Network Administration. A motion was made by Wamsley, second by Boyle to approve the two vouchers as presented. Voice vote, motion carried.

- (14) **Future agenda items:**
- time clock upgrade
  - 2011 & 2012 IT audit
  - hourly technical support charge
  - purchase of new server for the Hospital
  - purchase of new server for the Courthouse
  - purchase of new wireless router for Human Services
  - new email server, software, encryption (bring back at September meeting)

(15) **Next meeting date:** August 13, 2013 at 8:30am

(16) **Adjournment:** Motion by Boyle, second by Wamsley, to adjourn the meeting. Voice vote, motion carried.